



UNITED STATES DISTRICT COURT District of New Mexico

Honorable M. Christina Armijo, Chief Judge
Matthew J. Dykman, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

**** CURRENT JUDICIARY EMPLOYEES ONLY ****

Vacancy Announcement #: 17-ABQ/OPS-1

ANNOUNCEMENT DATE: January 4, 2017

CLOSING DATE: January 20, 2017 or until filled

POSITION: Case Management Supervisor

STARTING LEVEL/SALARY: CL 28/Step 1 to CL 29/Step 61
\$57,876 to \$111,872
(Depending on Qualifications)

LOCATION: Albuquerque, New Mexico

POSITION OVERVIEW

This position is located in the Clerk's Office in Albuquerque and reports to the Chief Deputy for Operations. The Case Management Supervisor works closely with the Chief Deputy for Operations and other Case Management Supervisors to establish policies and procedures to enhance the development, implementation and evaluation of administrative and managerial processes to improve case management services. The incumbent is responsible for the administrative and technical supervision of employees who perform case management services.

DUTIES AND RESPONSIBILITIES

- ◆ Supervise, delegate, and prioritize workload, considering the difficulty of the work and the employees' capabilities. Provide advice or assist with work in progress, and approve, revise or reject completed work
- ◆ Implement staff procedures and conduct staff meetings. Inform and train staff on policies, procedures, and goals related to case management and the court as a whole.
- ◆ Establish performance standards and prepare and conduct performance appraisals. Recommend personnel actions such as promotions, reassignments and disciplinary actions. Participate in the interview and selection of candidates for subordinate positions.
- ◆ Provide administrative oversight regarding leave and training requests of subordinates.

- ◆ Assure equity among subordinates in terms of performance standards, rating techniques of employees and work performed.
- ◆ Deal effectively with employees on their suggestions, complaints, grievances, and other employee relations matters.
- ◆ Accept and develop recommendations from subordinates to increase productivity or quality.
- ◆ Maintain accurate documentation, statistics, and employee records.
- ◆ Work closely with the Deputy-in-Charge responsible for courtroom resources, including jury administration, interpreting, and court reporting.
- ◆ Perform other duties, as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

Supervisory positions require a combination of technical experience related to the work being supervised, and professional or supervisory experience related to leading a team of employees to accomplish the work of the unit.

To qualify for a supervisor position, an individual must:

Meet the job qualification standards applicable to positions for the highest level of work effectively supervised; and,

- ◆ Have specialized experience that included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to
 - gain skill in developing the interpersonal work relationships needed to lead a team of employees;
 - the ability to exercise mature judgment; and
 - knowledge of the basic principles and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

To qualify for a CL28, incumbent must have at least one year experience at or equivalent to work at a CL27; to qualify for a CL29, one year experience at or equivalent to work at a CL28.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Candidates should possess strong leadership, organizational, project management and people skills, good judgment, tact, initiative, and strong communication skills.

COURT PREFERRED QUALIFICATIONS

- ◆ Bachelors' degree preferred.
- ◆ One year of supervisory or management experience directing the work of others within a distinct organizational unit preferred.

- ◆ ***District of New Mexico applicants only:*** District of New Mexico Leadership Certification is preferred. Incumbent may be in the process of obtaining Certification.

CONDITIONS OF EMPLOYMENT

- ◆ After each new promotion, transfer or appointment, employees are subject to a one-year probationary period beginning on the date of their appointment. This provides time for the employee to become acquainted with the functions of the new position and allows the court to evaluate the employee's overall performance. There is no appeal process available to any employee dismissed during the probationary period.
- ◆ Employees are granted one hour to participate in interviews for positions within the Clerk's Office, without being charged leave in HRMIS.

APPLICATION INFORMATION

Qualified applicants must **email a cover letter and résumé to usdcjobs@nmcourt.fed.us**.

PLEASE INCLUDE "CASE MANAGEMENT SUPERVISOR" IN THE SUBJECT LINE

Applications **must** be submitted in **ONE PDF** document.

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER